

8 November 1979

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	C/SD		
2.			
3.	C/CD		
4.	DC/CD		
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

The DC/CD has also been appointed a member of the OL Safety and Health Committee and should be prepared to attend the 14 Nov 79 meeting at 2 pm in the SD conference room.

Pls forward the attached memo to DC/CD for his info since CD was not on original distribution.

Thanks.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, office symbol, room number, building, Agency/Post)	Room No.—Bldg.

OPTIONAL
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

25X1
 25X1

~~CONFIDENTIAL~~

MEMORANDUM FOR: Executive Officer, OL
Chief, Supply Division, OL
Chief, Logistics Services Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Printing and Photography Division, OL

FROM: James H. McDonald
Director of Logistics

SUBJECT: Appointment of Members to the Office of
Logistics Safety and Health Committee

REFERENCE: DDA FY 1980 Management by Objective (MBO)
Health and Safety Program (OL 2S-80)

1. Pursuant to discussions held with the Acting Deputy Director for Administration (A/DDA), and in accordance with the objectives of referent MBO, I am establishing a Safety and Health Committee comprised of the below members. The Committee will be tasked to review current safety and health standards within the OL and to prepare an appropriate Health and Safety Program tailored to the needs of OL which clearly meet the standards and objectives of the Occupational Safety and Health Act of 1970 (OSHA). The Committee should also be prepared to submit a summary of all specific achievements which can readily be incorporated into the annual OL OSHA report.

Deputy Chief, Supply Division, OL
Deputy Chief, Logistics Services Division, OL
Deputy Chief, Real Estate and Construction Division, OL
Deputy Chief, Printing and Photography Division, OL
Assistant Executive Officer, OL

25X1

2. The Committee will be chaired by a member elected from its midst and be guided in its efforts by the referenced MBO, a copy of which I have attached. The ultimate goal is

OL 9 4625

25X1
25X1

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Appointment of Members to the Office of Logistics
Safety and Health Committee

to promote and encourage health and safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. I would suggest that the Committee convene on 14 November at 2 p.m. in the Supply Division Conference Room to establish basic ground rules and begin formulating plans to meet the objectives of referent MBO. Representatives from the Office of Security and the Office of Medical Services will be invited to attend and discuss their respective roles in the overall Agency safety and health program.

25X1

3. The coordinator for the implementation of this MBO

25X1

James H. McDonald

Att.

Distribution:

- 0 - EO/OL
- 1 - each other adse
- 1 - OL files
- 1 - OL/P&PS (Official)
- 1 - OL/P&PS (Chrono)
- 1 - D/L Chrono

OL/P&PS/

(6 Nov 79)

25X1

CONFIDENTIAL

REFERENCE

OBJECTIVE NO. OL 28-80

OFFICE
Logistics

Develop and implement an Office of Logistics Safety and Health Program which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Department of Labor, Executive Orders, and Federal and Agency regulations, to ensure safe and healthful working conditions for all assigned employees.

BY	DATE	STATUS
87	1.0	60,000

DATE	STATUS
OCT - AUG	
DEC - JUN	
FEB - MAY	
APR - JUL	
AUG - SEP	
1 EXCELLENCE PLAN	
2 MEETING PLAN	
3 BEHIND PLAN	

ACTION PLAN (Milestones)

1. Organize Office of Logistics Safety and Health Committee.
2. Committee members review all existing safe and health guidelines, i.e., statutes, executive orders, and regulatory issuances.
3. Briefing of OL Safety and Health Committee by Office of Security safety officer and Office of Medical Services health officer.
4. Conduct safety and health survey as it relates to personnel and working environment.
5. OL Health and Safety Committee to prepare Health and Safety Program for OL. It will include requirements for:
 - a. Periodic inspections
 - b. Safety equipment
 - c. Training
 - d. Employee Awareness Programs
 - e. Health and Safety Standards
 - f. Program Evaluation
6. Periodic reports to include annual OSHA report outlining actions taken and summary of achievements.

COMPLETION MONTH: SCHEDULED 0: ACTUAL X											
OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
0 → X	0 → X	0	0	0	0	0	0	0	0	0	0

DDA - FY 1980 MCO Program

Proposed Objectives

Office of Logistics

NUMBER:

OL 28-80

SHORT TITLE:

Health and Safety Program

STATEMENT OF OBJECTIVE:

To develop and implement a Health and Safety Program within the Office of Logistics which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Secretary of Labor, existing executive orders and federal regulations, and the Provisions of HR 12-1 to assure safe and healthful working conditions for all employees.

EXPLANATION:

This objective will focus on formalizing existing health and safety procedures and implementing new procedures to form a comprehensive Health and Safety Program within the Office of Logistics.

COORDINATION:

This objective will be coordinated with the Office of Medical Services and the Office of Security to insure compliance with Agency objectives.

GOAL:

The goal of this objective will be threefold: To assure a working environment free of safety and health hazards; to provide adequate safety and health training to personnel; to make employees aware of their rights and responsibilities under OSHA and the Agency Safety and Health Program.